

POLICY

The Michigan Department of Health and Human Services (MDHHS) adjusts a job or work environment to enable a worker to perform the job. Types of accommodations include:

- Making existing facilities readily accessible and usable.
- Restructuring job duties or tasks.
- Modifying work schedules.
- Acquiring or modifying equipment or devices.
- Providing readers or interpreters and modifying exams, training materials or policies.

DEFINITIONS

Ergonomics is the term used to describe a process of designing more user-friendly jobs by reducing or eliminating job hazards that can cause injury and illness. For some jobs, typically performed using awkward postures, excessive force or significant repetition, making ergonomic improvements in the workplace can result in fewer injuries, reduced absenteeism, decreased turnover, increased efficiency, improved work quality, higher morale and lower workers' compensation costs.

REQUESTS

Request for Basic Ergonomic Supplies

The purchase of the following items requested for ergonomic reasons do not require medical documentation:

- Ergonomic mouse.
- Ergonomic keyboard.
- Cushioned wrist rest (for keyboard or mouse).
- Document holder.
- [Monitor risers](#).
- Adjustable footrest.
- Glare guard (for use with computer screens).
- Anti-fatigue mat.

Purchase of these basic ergonomic items can be made through the business supply purchase process, for example Staples. The use of a procurement card for this purpose is permissible for these items noted in this policy item. If the item is not listed above, submit a MDHHS-5718, Occupancy Services Acquisition/Approval, form to the MDHHS-Occupancy-Services-RAOrders@michigan.gov mailbox with supporting documentation for the purchase.

Work Station Height Adjustment

The MDHHS intranet site posts proper ergonomic work station and posture information at Offices and Departments/Financial Operations/Bureau of Organizational Services Occupancy/Facility & Lease Management.

The [computer ergonomics job aid](#) illustrates the standard for optimal posture and height. To have a workstation height adjusted submit a DHS-2113, Work Request, form to the MDHHS-Occupancy-Services@michigan.gov mailbox. This process does not require medical documentation. Height adjustments are scheduled through the Bureau of Organizational Services Occupancy/Trades staff. Adjusting the height of the work station could adversely affect the other components of the employee's workstation therefore at no time are employees permitted to add, change or remove components per APO 216, Office Space, policy.

Employees that identify the need to have a sit/stand option MDHHS/BOS may approve keeping the corner section and one side section at the standard sitting height and raise the opposite side section to the appropriate standing height. The department provides employees an approved standard ergonomic chair.

Note: BOS will not approve stools or full standing workstations without an approved Reasonable Accommodation.

Task Chair Request

If an employee has identified the need for a new chair due to medical reasons, please follow the instructions for *reasonable accommodation* requests in this item.

If an employee has identified the need for a new chair that is not due to medical reasons, the work site should review the condition of the employee's current chair. If it is determined that the current chair is dysfunctional or generally in poor condition, submit a request to the Bureau of Organizational Services for the purchase of a replacement chair (warranties may apply). Requesting offices are required to submit the MDHHS 5718, Occupancy Services Acquisition/Approval, form to the [MDHHS-Occupancy-Services-RAOrders@michigan.gov](#) mailbox. MDHHS has a standard ergonomic chair that meets all requirements. The appropriate property analyst must place the order through the current State of Michigan contract vendor. Do not purchase chairs with a procurement card.

PROCEDURE

Ergonomic Assessments

MDHHS Bureau of Organizational Services (BOS) does not conduct ergonomic assessments.

The BOS, Occupancy and Leased Management unit, has property analysts assigned to geographic regions that will work with requesting offices to assist in obtaining department standard ergonomic chairs and arranging for cubicle adjustments either with MDHHS trades or DTMB Labor and Trades.

If the employee's request for an ergonomic chair and cubicle adjustment is primarily due to a medical issue, it is appropriate for the property analysts to refer the employee to [APR 210, Reasonable Accommodation](#). An employee must complete a [CS-1668, Reasonable Accommodation Request](#), form per the instructions on the form and policy. For further assistance contact the reasonable accommodation coordinator (RAC) at MDHHS-Reasonable-Accommodations@michigan.gov.

Request a Reasonable Accommodation

- Administrative Policy [APR 210, Reasonable Accommodation](#).
- [CS-1668](#).

During the evaluation process, the RAC may deem it necessary that Michigan Rehabilitation Services/Business Network Division (MRS/BND) assist in addressing the employee's accommodation by performing an assessment. Only a RAC can make this determination by reviewing the information in the 5509 in accordance with the Americans with Disabilities Act. When an assessment is necessary the office where the employee is located will be responsible to pay the fee as well as any equipment, as agreed upon with the RAC, using the program area's CSS&M.

Once the evaluation process has been completed the RAC will send a copy of the approval email to the employee's supervisor and copy MDHHS-Occupancy-Services-RAOrders@michigan.gov.

Upon receipt of the email copy from RAC, BOS will obtain quotes and request completion of a MDHHS 5718 and MDHHS 2113 from the employees work location. The work location will send the completed MDHHS 5718 form to DeRoseM@michigan.gov for the MDHHS business approval (18 level administrator).

- Items commonly requiring medical documentation/RA include but are not limited to:
 - Non-standard chair.
 - Sit to stand equipment.
 - Monitor arms.
 - Specialized keyboard.
 - Standing workstations.
 - Other furniture.

CONTACT

For more information contact MDHHS-Occupancy-Services-RAOrders@michigan.gov.